



KURT P. HENKE
Fire Chief

Sacramento Metropolitan Fire District

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BOARD OF DIRECTORS – ACTION SUMMARY Thursday, July 11, 2013 – 6:00 p.m.

City of Rancho Cordova City Hall-Council Chambers
2729 Prospect Park Drive
Rancho Cordova, California

CALL TO ORDER

The meeting was called to order by President Kelly. Board Members present: Goold, Jones, Kelly, Monk, Orzalli, Scheidegger, Wood. Directors Clark, Pierson, absent. Staff: Fire Chief Henke, Board Clerk Tilson, General Counsel Lavra.

PLEDGE TO FLAG

METRO CABLE 14 ANNOUNCEMENT

The open session meeting is videotaped for cablecast on Metro Cable 14. Replay on Saturday, July 13, 2013 at 1:00 PM and Monday, July 15, 2013 at 9:00 PM on Channel 14; Webcast at www.sacmetrofire.ca.gov.

The open session meetings are also available for viewing on the District website at www.metrofire.ca.gov

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION INCLUDING ITEMS ON OR NOT ON THE AGENDA

CONSENT AGENDA:

1. Board Meeting Action Summary –June 27, 2013

- **Board Action:**
Goold/Wood—Approve the Consent Agenda. Roll Call: Directors Goold, Jones, Kelly, Orzalli, Pierson, Scheidegger, Wood, AYE. Directors Clark, Monk, absent. Motion passed.

ACTION ITEM(S):**1. Disclosure of Material Expenditure – Purchase Ethernet Services from Comcast—(Mat Roseberry)**

- A two-page staff report was submitted outlining the need for faster internet connection speeds to accommodate the bandwidth needed for productivity with the move of several applications to the cloud and some virtual desktop infrastructure.
- Working with Comcast, a 100 Mbps Metro Ethernet connection will be provided at 34 of the District's fire stations and 2 admin buildings; a 1000 Mbps connection at Headquarters and a 100 Mbps Internet connection at Headquarters. The annual cost is \$310,000 for a five-year contract with a zero installation fee and an annual non-appropriation clause.
- This solution in conjunction with the implementation of a virtual desktop infrastructure will resolve the current issues with running applications and logging on and off of Windows at the fire stations.
- Staff recommended approval of the single source expenditure for Metro Ethernet Services from Comcast.
- **Board Action:**
Goold/Wood—Approve the staff recommendation. Roll Call: Directors Goold, Jones, Kelly, Orzalli, Pierson, Scheidegger, Wood, AYE. Directors Clark, Monk, absent. Motion passed.

2. Resolution No. 2013-88 – Renewal of Lease Agreement Between Sacramento Metropolitan Fire District and MP Holdings – 4601 Lange Ave., McClellan, CA - Building 781-Records Warehouse—(Larry Davis)

- Staff recommended renewal of the existing Lease Agreement for 12 months commencing June 1, 2013 for an annual rent of \$14,118.46 per year to continue to store District files and records. The new rental rate with a 3% increase for another year is standard for extension of the term. This may be the last renewal because we will be looking to relocate the records into another warehouse with the inception of the records management process.
- **Board Action:**
Goold/Wood—Adopt the Resolution. Roll Call: Directors Goold, Jones, Kelly, Orzalli, Pierson, Scheidegger, Wood, AYE. Directors Clark, Monk, absent. Motion passed.

3. Resolution No. 2013-89 – Project Authorization Amendment with Roebbelen Construction Management Services – Hurley Way Tenant Improvements—(Deputy Chief Scott Cockrum)

- On December 13, 2012, the Sacramento Metropolitan Fire District Board of Directors approved a lease agreement with the County of Sacramento Sheriff's Department for the property located at 2101 Hurley Way, Sacramento, CA. Per the lease agreement, the cost for any tenant improvements requested by the Sheriff's Department would be paid up front by the District and reimbursed by the County, pursuant to the agreed upon not-to-exceed maximum budget.
- On April 18, 2013, the District executed a professional services agreement with Roebbelen Construction Management Services, Inc. for Construction Manager At Risk (CMAR) services to begin the pre-construction phase of the project. Pursuant to the Agreement, all pre-construction services including design and trade contractor bidding were at the expense of Roebbelen.
- Per the Agreement, the CMAR has submitted an updated Guaranteed Maximum Budget (GMB) which includes CMAR services as outlined in the Agreement as well as the cost of all proposed trade contracts. In order to move forward with construction, the District must execute a Project Authorization Amendment which will include the approval of the GMB and bid awards for the trade contracts.
- The total fee for services is budgeted at \$780,089 per the GMB and current construction drawings. Included in the construction drawings are necessary ADA upgrades and the cost of those upgrades will be shared between the District and the County. Pursuant to the lease agreement, the County will reimburse \$700,000 of the costs and the District will be responsible for the remaining \$80,089 for its portion of the ADA upgrades. The District's cost for the ADA upgrades has already been approved in the Preliminary FY13/14 Budget.
- Staff recommended adopting the resolution and authorizing execution of the Project Authorization Amendment and all corresponding trade contracts for the Hurley Tenant Improvements.
- **Board Action:**
Goold/Monk—Adopt the Resolution. Roll Call: Directors Goold, Jones, Kelly, Orzalli, Pierson, Scheidegger, Wood, AYE. Directors Clark, Monk, absent. Motion passed.

4. Sole Source Contract Award for Professional Consulting Services -- APCO—(Deputy Chief Holbrook)

- A two-page staff report was submitted regarding continuation of an existing contract with APCO, a leading communication firm with expertise in public education and issue management services.
- APCO has successfully completed work to date on District projects and the District would incur increased costs to familiarize a new contractor with its issues. It is in the District's best interest to procure the services of APCO under the District's sole source procurement process.
- With property tax revenues lagging behind other signs of recovery while calls for service increase, the District continues to examine options for potential revenue sources.
- The estimated cost to contract with APCO from July 1, 2013 through June 30, 2014, for professional fees, is approximately \$7,500 per month, not to exceed \$120,000 per fiscal year.
- Director Goold requested a brief update on all the different consulting services and work that APCO is providing to the District as a sole source.

Fire Chief Henke stated he would get the information back to the Board members.

- Staff recommended the Board authorize a one-year sole source contract to hire APCO Worldwide for professional consulting services.
- **Board Action:**
Goold/Jones—Approve the staff recommendation. Roll Call: Directors Goold, Jones, Kelly, Orzalli, Pierson, Scheidegger, Wood, AYE. Directors Clark, Monk, absent. Motion passed.

5. Audit Committee Charter – (CFO McFarlane/Controller Empedrad)

- The Finance Committee reviewed the Audit Committee Charter and it was recommended to the full Board.
- This Charter actually names the Committee to be the Finance and Audit Committee.
- A PowerPoint presentation was given outlining, among other things, the Committee's roles and responsibilities and addressed the following:
 - Overall purpose and authority
 - Composition and meetings
 - Responsibilities
 - Relationship with independent auditors

Powers of the Committee:

- Select and appoint auditors and approve audit and non-audit services provided by them
- Contractually bind the District in the performance of its duties subject to Board-approved funding
- Conduct or authorize investigations into financial matters within its scope of responsibility

Controller Ron Empedrad highlighted the responsibilities of the Committee:

- Review the annual audit report and communications from independent auditors
- Work with management in reviewing internal controls and addressing auditor's findings
- Review independence and performance of auditors
- Review complaints received by the District regarding accounting and auditing matters

Chief Financial Officer McFarlane stated the Audit Committee Charter just formalizes what the Finance Committee has been doing over the years with more detail on their responsibilities.

Director Scheidegger stated the Finance Committee supported the recommendation for approval. It ensures that one of the major responsibilities of the Board of Directors for the oversight of the audit function is met.

Director Goold stated the Finance Committee is a standing committee with its roles and responsibilities outlined in the Board Policies. By renaming the Finance Committee, it should be memorialized in the Board Policies (& Procedures) by giving direction to the Policy Committee Chair to adopt these things and retool what we have as responsibilities. Just want to make sure we follow our own rules when we talk about changing the dynamics and makeup of the different standing committees that this Board has approved.

Fire Chief Henke stated with approval tonight, Human Resources will check to see if there is anything in conflict and will bring it back to the Policy Committee to make any adjustments.

- **Board Action:**

Monk/Scheidegger—Approve the Audit Committee Charter as presented. Roll Call: Directors Goold, Jones, Kelly, Orzalli, Pierson, Scheidegger, Wood, AYE. Directors Clark, Monk, absent. Motion passed.

PRESENTATION ITEM(S) None

PRESIDENT'S REPORT—(Kelly) None

FIRE CHIEF'S REPORT—(Fire Chief Henke)

- Offered condolences to the families of the 19 Granite Mountain Hotshots from Prescott, Arizona who lost their lives while working the Yarnell Hill fire near Yarnell, Arizona. Requested the meeting be closed in their memory.

Services were held on Tuesday of this week. On Wednesday fallen firefighters with California roots were flown home from Arizona to the Golden State aboard a National Guard C-130. The Local 522 Color Guard participated in the memorial service and was chosen to stand behind Vice President Biden during his address.

- July 11, 2013 – Hosted the California Metro Fire Chiefs quarterly meeting.
- July 9 – 12, 2013 – Fire Camp, Station 21. 80 kids participated. Thanked the firefighters who helped and Brenda Briggs who did a great job.
- July 14, 2013 – Firefighter Burn Charity Baseball Game and Firefighter Appreciation Night following the River Cats Game at 1:00 PM
- July 17, 2013 – Meeting with Citrus Heights Councilmember Sue Frost – Overview of the Simulator Project by Larry Davis; Sac Metro Public Safety Foundation with Director Orzalli participating.
- July 19, 2013 – Congratulations to Rhonda McFarlane for being one of the finalists for Chief Financial Officer of the Year Award. The Sac Business Journal Luncheon will be held at 11:30 a.m. It is a great honor and proud she received it.
- July 20, 2013 - Fire Station Open House: 10 a.m. – Noon
Station 105, 2691 Northrop Avenue, Arden
- July 23 & 24, 2013 – Retiree Health Care – Question & Answer Forum 9 AM – 11 AM
- July 26, 2013 – Guns & Hoses 2013 Food Festival, Red Lion Hotel Woodlake, 6:30 PM, tickets through www.pigbowl.com
- July 27, 2013 – State Fair – Firefighter Cooking Challenge (7/28/13 day two if successful on 7/27/13)
- August 3, 2013 – Sacramento Metro Fire Association – Music in the Park – Gibson Ranch Park, Elverta – 10:00 AM

- August 12, 2013 – Promotion Ceremony – Rancho Cordova City Hall 5:30 p.m. – Social Hour; 7:00 p.m. Ceremony
- **Retirements:**
Effective 6/28/13 – Firefighter Sheldon Fields – 21 years of service
Effective 7/01/13 – Captain Phil Allen – 28 years of service
- **Recruitment:** Accounting Technician – Final filing date of July 26, 2013

OPERATIONS REPORT – Deputy Chief Chris Holbrook

EMS –

Statistics since the last Board meeting:

Metro Fire: 2,558 dispatches; transported 71% of the time.

AMR: 31 dispatches; transported 55% of the time

Fire Incidents –

18 working structure fires since the last meeting.

Pending Recognition –

- Following up on recognition of the young man who saved his family from a fire in North Highlands
- On June 30, 2013, three residents were evacuated from a well-involved fire in a Rancho Cordova home by a Rancho Cordova police officer, Scott McCartney. He will also be recognized.

GENERAL COUNSEL’S REPORT—(John Lavra) None

COMMITTEE AND DELEGATE REPORTS:

Executive Committee—(President Kelly)

- No meetings

Communications Center JPA—(DC Cockrum)

- Next Meeting: July 30, 2013 – 9:00 AM
Cosumnes CSD Board Chambers
8820 Elk Grove Boulevard
Elk Grove, CA

California Fire & Rescue Training Authority—(Kelly)

- Next Meeting: September 4, 2013 – 10:00 AM
Location: 9320 Tech Center Drive
Sacramento, CA

Finance Committee—(Scheidegger)

- Reported on today's meeting.
 - The Audit Committee Charter was sent to the full Board. It combines both the Finance and Audit functions within the Finance Committee.
 - Reserve Policy – discussed setting higher goals with some targeted reserve levels received from Finance. No timelines to be included because it would be detrimental to on-going operations – will be sent to the Policy Committee for discussion.
 - Received an Internal Control update – completed 16 of the 18 audit recommendations – remainder will be completed within the next year relative to the capital facilities fee and the third-party billing services.
- Next Meeting: August 8, 2013 – 5:00 PM

Policy Committee—(Pierson)

- No meetings scheduled.

BOARD MEMBER QUESTIONS AND COMMENTS:**Monk:**

- Thanked the Fire Chief and Financial staff for their hard work.
- There is a fundraiser event tomorrow night in Diamond Springs, 5:00 p.m. – 8:00 p.m., for the wife of one of the fallen firefighters that grew up in Placerville.

Wood:

- Appreciates the efforts of Fire Chief Henke and CFO Rhonda McFarlane and staff.
- Looking forward to the young man being recognized.

Orzalli:

- Congratulated Fire Chief Henke on his trip and wedding.

Goold:

- Echoed condolences to the families who lost their loved ones and was proud to see some of our personnel at the memorial services viewed on television by millions of people. This is a very dangerous job and they do a fine job keeping all of us safe.

Kelly:

- Expressed his condolences to the families who lost members in the Arizona tragedy.
- Congratulated Chief Financial Officer Rhonda McFarlane on her competing for CFO of the Year.
- Chief Henke, congratulations and welcome back.

CLOSED SESSION 6:50 PM

RECONVENE TO OPEN SESSION 6:56 PM

Report by General Counsel Lavra:

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant Exposure to Litigation pursuant to California Government Code
Section 54956.9(b): One (1) Case

- A. Claim Against Public Entity Pursuant to Government Code Section 910
Tari Grimes vs. Sacramento Metropolitan Fire District

By a vote of 7 – 0, with Directors Clark and Pierson absent, the Board denied the claim and referred it to the District's insurance carrier.

ADJOURNMENT –The meeting was adjourned at 6:57 p.m. following a moment of silence in honor of the 19 fallen firefighters in Arizona.

Matt Kelly, President

Grant B. Goold, Secretary

Charlotte Tilson, Clerk of the Board